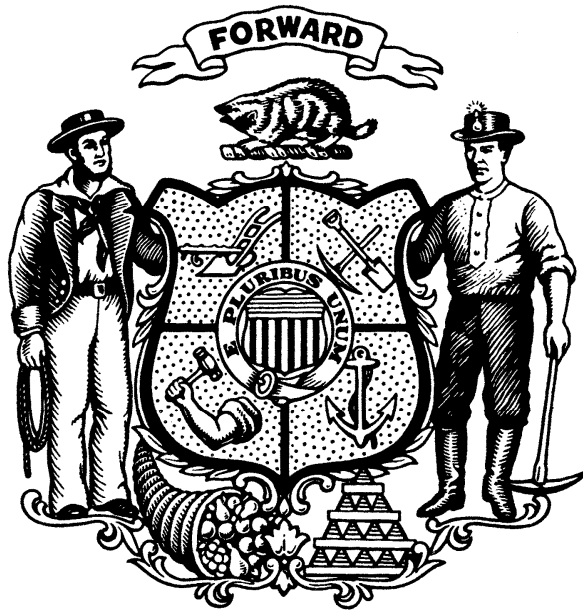


REQUEST FOR PROPOSAL (RFP)

Strategic Prevention Framework State Incentive Grant
RFP # G1664-DMHSAS-BC



Issued by:

STATE OF WISCONSIN
DEPARTMENT OF HEALTH SERVICES
DIVISION OF MENTAL HEALTH AND SUBSTANCE ABUSE SERVICES
BUREAU OF PREVENTION TREATMENT AND RECOVERY

Proposals must be submitted
no later than 4:00 PM CST
March 26, 2009

For further information regarding this
RFP contacts

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LATE PROPOSALS WILL BE REJECTED

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STRATEGIC PREVENTION STATE INCENTIVE GRANT REQUEST FOR PROPOSALS TIMELINE

DATE

02/18/2009	Release Date of RFP
02/26/2009	SPF SIG RFP Informational Meeting (On-site and Webcast) (Registration information for this event can be found at http://dhs.wisconsin.gov/substabuse/spfSig/index.htm)
03/02/2009	Letters of Intent Due
03/26/2009	Due Date for Applications/Proposals
04/13/2009	Issue Intent to Award Notices
04/13-04/27/2009	Public Inspection of Proposals (for one week, beginning the day of mailing the award letters)
04/20/2009	Letters of Intent to Protest are due.
04/27/2009	Final date for Appeals (10 working days after Award Letters are postmarked)
05/01/2009	Contract Start Date

PART I

I. GENERAL INFORMATION

1.0 INTRODUCTION AND BACKGROUND

The purpose of this request is to provide interested parties with information to enable them to prepare and submit a proposal for a community Strategic Prevention Framework State Incentive Grant (SPF SIG). For some applicants, the SPF approach may represent a change in how prevention planning and implementation are done. However, for many this will be recognized as simply a new agreement to support the way they currently approach substance abuse prevention. This grant is intended to support communities to develop plans to implement environmental strategies aimed at population level change. Eligible substance abuse prevention coalitions may apply for funding under this grant.

In October, 2006, Wisconsin entered into a five-year Cooperative Agreement with the Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Prevention (CSAP) to administer the Strategic Prevention Framework State Incentive Grant Program authorized under Section 516 of the Public Health Service Act, as amended. The Division of Mental Health and Substance Abuse Services intends to use the results of this RFP to award contracts for up to 20 community SPF SIG grants to eligible coalitions.

This program joins and builds on other state initiatives such as Governor Doyle's KidsFirst Initiative; the state health plan, Healthiest Wisconsin 2010; and prevention focused community efforts envisioning and pursuing health, safety, and success for all of Wisconsin's children and adults.

Wisconsin has many responsible adults who consume alcohol beverages responsibly and many youth who do not drink until they are twenty-one. However, Wisconsin has a serious alcohol abuse problem that negatively impacts the health, safety, and well-being of many residents in our state. Wisconsin ranks high among the fifty states in its consumption of alcohol and other drugs. Alcohol and other drug abuse (AODA) is a significant health, social, public safety, and economic problem in Wisconsin. Each year more than 800 deaths, 10,000 traffic crashes resulting in 8,000 injuries, and more than 90,000 arrests are attributable to AODA. Wisconsin has the lowest percentage of non-drinkers in the nation, 29% (compared to the national average of 46.9%). The cost of underage drinking (including crime, injury, health care costs, property damage, victimization, suicide, treatment, and early death) has been estimated at \$985 million each year. In Wisconsin, AODA is the fourth leading cause of death.

Over the years, the State Bureau of Prevention Treatment and Recovery (BPTR), counties, local coalitions, and others have implemented many successful programs, primarily focused on individual behaviors. In spite of the success of these programs, alcohol consumption in Wisconsin remains at high levels and is a serious threat to the health and well-being of Wisconsin residents. Wisconsin has determined that implementing environmental strategies directed at population level change and using the SPF process as a part of comprehensive community prevention plans to complement the current strategies is needed and will serve as the hallmark of services delivered under this RFP.

The Strategic Prevention Framework (SPF) is a community-based approach to substance abuse prevention that cuts across existing programs and systems. SPF executes a data-driven, five-step process. Sustainability and cultural competence are woven throughout the five steps of the SPF. The SPF SIG was initiated by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Substance Abuse Prevention (CSAP). The five steps of the SAMHSA Strategic Prevention Framework are designed to help states and communities build prevention competencies and the infrastructure necessary to implement and sustain effective prevention policies, practices, and programs. An outline of the five step process of the Strategic Prevention Framework follows.



Step 1: ASSESSMENT - *Profile population needs, resources, and readiness to address needs and gaps.*

Assessment involves the collection of data to define problems within a geographic area. Assessment also involves mobilizing key stakeholders to collect the needed data and foster the SPF process. Part of this mobilization, and a key component of SAMHSA's SPF State Incentive Grant program, is the creation of an assessment workgroup. Assessing resources includes assessing cultural competence, identifying service gaps, and identifying the existing prevention infrastructure. Step 1 also involves an assessment of readiness and leadership to implement policies, programs, and practices.

Step 2: CAPACITY BUILDING - *Mobilize and/or build capacity to address needs.*

Building capacity involves the mobilization of resources within a community. A key aspect of capacity building is convening key stakeholders, coalitions, and service providers to plan and implement sustainable prevention efforts in Steps 3-4 of the SPF. The mobilization of resources includes both financial and organizational resources as well as the creation of partnerships. Readiness, cultural competence, and leadership capacity are addressed and strengthened through education and systems thinking. Additionally, capacity building should include a focus on sustainability as well as evaluation capacity.

Step 3: STRATEGIC PLANNING - *Develop a comprehensive strategic plan.*

Planning involves the development of a strategic plan that includes policies, programs, and practices that create a logical, data-driven plan to address the factors identified in a specific community that are contributing to the selected priority. The planning process produces strategic goals, objectives, and performance targets as well as logic models and preliminary action plans. In addition to the strategic goals, objectives, and performance targets, Step 3 also involves the identification and selection of evidence-based strategies that include changes in policies, programs, and practices which will positively impact the selected priority.

Step 4: IMPLEMENTATION - *Implement evidence-based prevention programs, policies, and practices*

Implementation involves taking action guided by the strategic plan created in Step 3 of the SPF. If action planning, or the selection of specific policies, programs, and practices, was not completed in full during the planning process in Step 3, it should occur in Step 4. Step 4 also includes the creation of an evaluation plan, the collection of process measurement data, and the ongoing monitoring of implementation fidelity.

Step 5: EVALUATION - *Monitor, evaluate, sustain, and improve or replace those that fail.*

Evaluation involves measuring the impact of the SPF and the implemented programs, policies, and practices. An important part of the ongoing process is identifying areas for improvement and course correction. Step 5 also emphasizes sustainability since it involves measuring the impact of the implemented policies, programs, and practices. Evaluation also includes reviewing the effectiveness, efficiency, and fidelity of implementation in relation to the strategic plan, action plans, and desired outcome measures.

A key requirement of the SPF SIG is the identification of the state's priorities which will serve as the focus of the SPF SIG grant. As part of the assessment process, state grantees are required to review and assess substance use, including consumption patterns and consequences and then, based on that data, identify areas of highest need for prevention activities to be funded by the SPF SIG grant. Based on that data, state priorities that will serve as the focus of community SPF SIG grants are selected. As part of the state SPF SIG process, a State Epidemiological Outcomes Workgroup (SEOW) was established. The SEOW reviewed and analyzed data on substance use/abuse in Wisconsin and resulting consequences. The SEOW then presented its findings and recommendations to the state SPF SIG Advisory Committee. Based on recommendations of the SEOW and SPF SIG Advisory Committee, Wisconsin established the following priorities:

1. Underage drinking among 12-20 year olds;

2. Young adult binge drinking among 18-25 year olds;
3. Alcohol-related motor vehicle fatalities and injuries for individuals between the ages of 16-34.

Each applicant applying for funding under this grant will select one of Wisconsin's three priorities which will serve as the cornerstone of their proposal.

1.1 AVAILABLE FUNDS

The Federal Center for Substance Abuse Prevention (CSAP) has provided Wisconsin with a five-year, \$9 million dollar State Incentive Cooperative Agreement grant. Up to 85% of this funding is available for community grants. Local programs supported by these funds must be developed and implemented without creating a dependence on the continuation of state or federal funding at the end of the anticipated three-year grant cycle.

Funding Availability and Distribution

The Department is requesting Federal approval to utilize unexpended funds from previous years. It is anticipated that a total of \$1,779,050 is available to make between 15-20 community grant awards annually under this project. Upon Federal approval of this request, the amount available will be used to increase grant awards for the implementation phase of this project. Applicants are to define the community (geographic region) they are proposing to serve. The community (geographic region) may include all of a county or a subdivision of a county. Wisconsin wishes to distribute the funding to as many different geographic areas of the state as possible. To achieve this goal, there is a limit to the number of coalitions within a county that may receive grants. A grant will be awarded to only one coalition within a county that has a population of 50,000 or less. Grants will be awarded to no more than two coalitions within counties with a population greater than 50,000. For purposes of this RFP, the population to be used is from the United States Census estimate (2007) and a listing of county populations is attached as an appendix to this RFP.

In this current RFP cycle, successful applicants will initially receive 5 months of funding of up to \$87,700 for planning purposes. Of that amount, the Department will withhold \$20,000 for evaluation and an additional \$5,000 for statewide capacity building. Proposers who are interested in serving as the fiscal agent to administer the dispersal of the evaluation and capacity building funds should refer to the Evaluation Contract Administration section of this RFP. An additional \$25,000 is available for administrative costs to proposers who apply, and are awarded, the evaluation contract. Upon Federal approval, any unused portion of planning funds (\$62,700) during the 5 month planning phase may be used for implementation purposes with appropriate budget justification. Based on Federal approval a state approved implementation plan, successful grantees will receive a 1-year implementation grant beginning September 30, 2009. Pending Federal approval to carry over unexpended funds from previous years, grantees will receive annual funding ranging from \$87,700 - \$142,000. It is anticipated funding will be available through September 29, 2011. Also pending Federal approval, grantees may receive a 6 month extension of time and funding which would allow implementation to continue through March 29, 2012. Successful proposers will continue to be required to dedicate \$20,000 of their annual award for evaluation and \$5,000 of their annual award for state capacity building.

Proposers are advised that should additional state or federal funds become available for innovative expansion and/or enhancement of services, the Division may utilize the results of this RFP for additional awards. Grant renewals are subject to review and approval by the Division of Mental Health and Substance Abuse Services and the Center for Substance Abuse Prevention. The Division reserves the right to distribute or redistribute unawarded funds based on compliance with federal grant guidelines.

1.2 ISSUING AGENCY

This RFP is issued for the State of Wisconsin by the Division of Mental Health and Substance Abuse Services. The Division is the sole point of contact for the State of Wisconsin during the selection process.

1.3 PROJECT GOALS

The goals and objectives of this grant are as follows:

1. Prevent the onset and reduce the progression of alcohol abuse, including childhood and underage drinking.
Objectives:
 - a. abstinence from alcohol and other drug abuse, and abstinence from any use by children and youth;
 - b. increased social supports and social connectedness; and
 - c. social policy that supports prevention goals.
2. Reduce substance abuse-related problems in communities.
Objectives:
 - a. increased attendance and retention in employment;
 - b. increased attendance and retention in school;
 - c. decreased criminal justice involvement; and
 - d. decreased health and injury consequences.
3. Build prevention capacity and infrastructure at the State and community levels.
Objectives:
 - a. increased access to prevention services;
 - b. increased retention in prevention programs;
 - c. cost effective services;
 - d. use of evidence based practices; and
 - e. implementation of environmental strategies.

1.4 PROJECT DESIGN

This section is provided for information purposes only. (Applicants are not required at this time to respond to any conditions outlined in this section — only to be aware of the next steps should they be awarded a community SPF SIG grant under this RFP.) When grant awards are announced, the state SPF SIG project team will work closely with each of the grantees to initiate the community planning process. Learning opportunities and technical assistance will be provided throughout the process.

This RFP proposes to fund a two-phase process. Phase 1 (May 1, 2009 to September 29, 2009) will focus on the assessment, capacity building, and planning steps of the Strategic Prevention Framework. Phase 2, (September 30, 2009 – September 29, 2010) and any subsequent awards will focus on implementation and evaluation.

The planning phase will involve a local needs assessment going beyond the state indicator data (Step One of the SPF process), building capacity, (Step Two of the SPF process), the planning process itself (Step Three of the SPF process), and planning for participation in the statewide evaluation process (Step Five of the SPF process).

Community plans and supporting planning products, including a budget, will be expected to be completed and submitted to the state SPF Project team for review prior to September 29, 2009. (Five months is the maximum amount of time allowable for the planning phase.) Grantees may submit their strategic plan and required planning products to the state SPF SIG Project Team for review as soon as they are completed. Therefore, it is possible that a grantee may move to the implementation phase in less than 5 months.)

The table that follows identifies required milestones and key products for each of the SPF steps that will occur during this phase of the SPF process. **Please Note:** There is no Step 4 listed in the Planning Phase below because Step 4 of the SPF is Implementation and is not part of the Planning Phase and there is no Step 3 in the Implementation Phase because Step 3 of the SPF is Planning, and that is not part of the Implementation Phase.

Planning Phase (May1, 2009-September 29, 2009)

SPF Step	Milestone/Key Product
Step 1: Assessment	<ul style="list-style-type: none"> Identify and mobilize community leaders and key stakeholders across sectors to conduct needs assessment. Collection of data around local needs assessment, risk factors, and intervening variables related to selected priority. Development of clear, concise, and data-driven problem statements. Assessment of readiness, external factors, and potential barriers to success. Build a basic community profile by choosing indicators/descriptors then adding data to customize the profile of the targeted area. Assessment of organizational, fiscal, and leadership capacity. Assessment of cultural competence. Analysis of service gaps and existence of resources to address selected priority. Utilize resources provided by the state to access technical assistance and to conduct all elements of the needs assessment.
Step 2: Capacity	<ul style="list-style-type: none"> Creation and continuation of partnerships. Partnership agreements/memorandums. Introduction of training and education to promote readiness, cultural competence, leadership, and evaluation capacity. Meetings and workshops with key stakeholders and the SPF-SIG team. Directory of key stakeholders, leaders and service providers. Development of capacity development plans to enhance the community's ability to address underage drinking.
Step 3: Planning	<ul style="list-style-type: none"> Planning meetings and strategy development sessions in partnership with both local and state level partners. Development of strategic goals, objectives, and performance targets. Develop logic model based on local data. Selection of evidence-based policies, programs, or practices and environmental strategies to address selected priority causal factors and intervening variables. Develop a comprehensive strategic plan to address chosen priority. Develop a 12-month budget of no more than \$142,000, that is sufficient to fund activities proposed in the strategic plan, including evaluation and training/technical assistance.
Step 5: Evaluation	<ul style="list-style-type: none"> Participate in a process evaluation of community planning and SPF implementation. Consult with evaluation team to develop population-level evaluation plan.

Community Plan

At the conclusion of the planning process each applicant will submit a comprehensive plan that addresses their selected priority.

Each plan will be required to contain at a minimum the following components:

- Needs Assessment (if the "community" is a subdivision of a county, the needs assessment is required to provide data that is community specific); i.e. identification of intervening variables, risk factors, and causal factors underlying the chosen priority
- Demographics
- Staffing patterns/ Organizing Structures
- Logic model to address selected priority
- Action Plan
- Sustainability
- Cultural competency assessment and integration in to action plan
- Evaluation plan
- Capacity development plan
- Policies and practices emphasis (based on specific findings)
- Comprehensive 12-month budget

Training/Technical Assistance Supports

Each community planning team will receive substantial support to be successful. A member of the SPF SIG Project Team will act as liaison to each planning team and technical experts will be available to provide technical assistance. The state will provide an orientation and a statewide meeting during the planning period in order to give teams an opportunity for training and exchange with other teams, as well as meeting with the project team.

Approval by the State SPF SIG Project Team Prior to Implementation

Before a grantee may initiate the implementation phase of the plan, the state SPF SIG Project team will review and approve the plan and budget, to ensure that the plan is consistent with the goals and requirements of the SPF SIG, and that funding and resources are sufficient to carry out the plan.

Implementation Phase

Once the community plan has been approved, community grantees may initiate implementation of the evidence-based strategies to address their selected priority. Implementation milestones and key deliverables can be found in the table below. Renewals are non-competitive and contingent upon successful progress and completion of milestones and compliance with grant reporting requirements.

Implementation Phase

SPF Step	Milestone/Key Product
Step 1: Assessment	<ul style="list-style-type: none">• Ongoing identification and assessment of local-level data.
Step 2: Capacity	<ul style="list-style-type: none">• Creation and continuation of partnerships.• Implementation of capacity development plan.• Meetings and workshops with key stakeholders and service providers.
Step 4: Implementation	<ul style="list-style-type: none">• Develop an implementation plan for identified strategies.• Implementation of evidence-based programs, policies, and practices with fidelity.• Implementation of evaluation plan.• Collection of process data and additional implementation data.
Step 5: Evaluation	<ul style="list-style-type: none">• Consult and collaborate with evaluation team.• Review effectiveness of policies, programs, and practices.• Complete required local-level evaluation and reporting including National Outcome Measures (NOMs).• Communicate findings to the SPF project team.• Maintain accountability for both fiscal and programmatic deliverables.• Collect and analyze Youth Risk Behavior Survey (YRBS).

Requirements

- Reporting requirements will be developed and communicated to grant sites during the planning phase.
- Communities will be expected to collect and report data on National Outcome Measures (NOMs) for the national evaluation.
- Grant sites will be expected to participate in the program evaluation (pre-, post-, and 6-month follow-up).

1.5 DEFINITIONS

The following definitions and acronyms are used throughout the RFP:

AODA means alcohol and other drug abuse.

AO means the Administrator's office in the Division of Mental Health and Substance Abuse Services.

BPTR means Bureau of Prevention Treatment and Recovery (within DMHSAS)

CFDA means Catalog of Federal Domestic Assistance

CSAP means (SAMHSA's) Center for Substance Abuse Prevention

DHS means Department of Health Services

DMHSAS means Division of Mental Health and Substance Abuse Services

Division means the sub unit within DHS.

Bureau means the Bureau of Prevention Treatment and Recovery within the Division of Mental Health and Substance Abuse Services, which is issuing this RFP.

DHHS means the (United States) Department of Health and Human Services

Capacity Building (within an organization) means developing and strengthening the structure, workforce and fiscal resources necessary to carry out the strategic prevention framework process. It includes, but is not limited to, activities such as board recruitment, training for board members, staff and volunteers, supervision and skill-building opportunities for staff, development of policies and procedures and memoranda of understanding with partners. Examples of capacity building at the community level include activities such as: learning about groups who have an interest in reducing substance abuse and building relationships with partners; learning about community attitudes and beliefs; and raising community awareness about substance abuse issues, community resources for prevention, treatment and recovery and opportunities for involvement in the strategic prevention framework process.

Cultural Competence means "A set of congruent behaviors, attitudes and policies that come together in a system, agency or among professionals and enable that system, agency or those professionals to work effectively in cross-cultural situations...." (HRSA/DHHS,2002). See the National Center for Cultural Competence at: <http://www.ncccurricula.info/>.

Environmental Strategies means prevention strategies focused on changing aspects of the environment that contribute to the use of alcohol and other drugs. Specifically, environmental strategies aid to decrease the social and health consequences of substance abuse by limiting access to substances and changing social norms that are accepting and permissive of substance abuse. They can change public laws, policies and practices to create environments that decrease the probability of substance abuse. Environmental strategies involved longer term, potentially permanent changes that have a broad reach (e.g. policies and laws that affect all members of society).

Epidemiology means the study of the distribution and determinants of disease within a population.

Grant Recipient means proposer selected to receive funding under this RFP.

Proposal means response to RFP.

Proposer means an organization submitting a proposal in response to this RFP.

Public Health Approach means to focus on change for an entire population. Population-based public health considers an entire range of factors that determine health. The classic public health model considers the interactions between the agent, host, and environment. In substance abuse prevention, the agent is alcohol or drugs; or the sources, supplies, and availability of alcohol and drugs. Hosts can be seen as the potential and/or active substance users. The environment is the broad social climate that encourages and supports the potential and/or actual use.

SIG means State Incentive Grant.

SPF means Strategic Prevention Framework.

State means State of Wisconsin.

Strategic Prevention Framework means a prevention planning process that is data driven and consists of five interactive steps including: 1) profiling needs, readiness, resources and resources gaps; 2) mobilizing and/or building capacity to address identified needs; 3) developing a strategic plan; 4) implementing evidence-based program, practices and policies; and 5) monitoring and evaluating.

Sustainability means the ability of states and communities to continually apply the SPF process over time to reduce alcohol and other drug-related problems and their associated consumption patterns.

1.6 WHO MAY SUBMIT A PROPOSAL

Only community-based coalitions that meet the following requirements are eligible to submit a proposal:

1. If a coalition is not a not-for-profit 501(c)(3) organization or does not have the capacity to provide the fiscal services required of this grant, it may make arrangements with a not-for-profit 501(c)(3) organization that will serve as the fiscal agent for the grant to provide administration services only. The coalition must retain responsibility for all programmatic and service delivery decisions.
2. The coalition must have a part of its principal mission the goal of reducing substance abuse among youth.
3. The coalition must demonstrate that coalition members have worked together on substance abuse prevention for a period of not less than six months before submitting this application.
4. The coalition must have representation from its targeted community and include a minimum of one member/representative from each of the following 12 sectors:
 - Youth (an individual 18 or under);
 - Parents;
 - Business Community;
 - Media;
 - School;
 - Youth-serving Organization;
 - Law Enforcement Agencies;
 - Religious or Fraternal Organizations;
 - Civic and Volunteer Organizations;
 - Healthcare Professionals;
 - State, Local, or Tribal Governmental Agencies with expertise in the field of substance abuse; and
 - Other Organizations involved in reducing substance abuse.

A coalition member is defined as a representative of the community if he/she participates in regularly scheduled coalition meetings and is an active participant and contributor to the coalition's activities, events, and strategic planning. A sponsor or supporter is not necessarily the same as an active coalition member. For purposes of this application, an individual coalition member may not represent more than one of the above categories.

5. The coalition must demonstrate that it has substantial participation from volunteer leaders in the community.
6. The coalition must demonstrate that it responds to substance abuse prevention in the community in a comprehensive and long-term fashion.
7. Applicants/fiscal agents may submit only one application under this RFP.
8. Two coalitions may not serve the same geographic area or any part thereof.

9. Coalitions do not need to be a member of the Alliance for Wisconsin Youth (AWY) to apply for funding under this grant, but they must be a member of AWY before they can receive funding under this RFP.
10. Alliance for Wisconsin Youth Regional Prevention Centers are not eligible to apply for grant funds, although may serve as a fiscal agent for a local coalition.

The Great Lakes Inter-Tribal Council (GLITC) and ten of Wisconsin's Indian tribes have received a SPF SIG grant. In order to avoid duplication, coalitions receiving SPF SIG funding under the tribal SPF SIG are not eligible to apply for this grant. In addition, coalitions whose designated geographic area has a population greater than 50% tribal members who are served by another SPF SIG grant are not eligible to apply for funding under this RFP.

1.7 REASONABLE ACCOMMODATIONS

The Department will provide reasonable accommodations, including the provision of informational material in alternative format, for qualified individuals with disabilities. For special needs contact:

Kathy Thomas, RFP Manager
 Division of Mental Health and Substance Abuse Services
 Bureau of Prevention Treatment and Recovery
 Madison, WI 53703
 Telephone: (608) 261-0652
 Fax: (608) 267-7793
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1.8 CALENDAR OF EVENTS

Listed below are specific dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be formal notification issued for changes in the estimated dates and times.

February 18, 2009	Date of issue of the RFP
February 26, 2009	Information Conference (Webcast and on-site at Pyle Center in Madison, Wisconsin)
March 2, 2009	Letters of Intent Due
March 26, 2009	Proposals Due
April 13, 2009	Notification of intent to award sent
May 1, 2009	Contract start date

II. SPECIAL PROGRAM REQUIREMENTS

2.0 INTRODUCTION

The following is a list of the obligations grantees will be expected to fulfill during the funding period. Failure to fulfill these obligations will result in the withdrawal and reallocation of grantee's funding.

2.1 IMPLEMENT THE FIVE STEPS OF THE SPF PROCESS

The Strategic Prevention Framework is a prevention planning process that is data driven and consists of five interactive steps including: 1) profiling needs, readiness, resources and resource gaps; 2) mobilizing and/or building capacity to address identified needs; 3) developing a strategic plan; 4) implementing evidence-based program, practices and policies; and 5) monitoring and evaluating. Cultural competence and sustainability are woven throughout the fabric of all five steps of the SPF process.

2.2 TARGETED PRIORITIES

Successful proposers are to select one of Wisconsin's SPF SIG priorities, which will serve as the cornerstone of their community strategic plan.

Based on recommendations of the SEOW and SPF SIG Advisory Committee, Wisconsin established the following three priorities:

1. Underage drinking among 12-20 year olds
2. Young adult binge drinking among 18-25 year olds
3. Alcohol-related motor vehicle fatalities and injuries for individuals between the ages of 16-34.

2.3 EVIDENCE BASED PROGRAMS

The proposed initiative must replicate or adapt existing, evidence-based programs that have demonstrated significant outcome results, or are based on current research and best practices, and should propose a number of likely evidence-based practices, strategies and policies to impact multiple intervening variables, causal factors, and risk and protective factors. Information on the program(s) practices and strategies proposed should be included, to the extent possible, in the implementation plan. Specific information about evidence based programs will be provided to community grantees as part of the technical assistance and learning opportunities.

2.4 ENVIRONMENTAL STRATEGIES

Environmental strategies which result in population level change must be the primary focus of the proposed community services funded by this program. These strategies should focus on changing norms, substance use policies, or strengthening of existing regulations.

2.5 CULTURAL COMPETENCE

All SPF SIG communities are required to incorporate cultural competence as they work through the elements of the SPF. Cultural Competence means "A set of congruent behaviors, attitudes and policies that come together in a system, agency or among professionals and enable that system, agency or those professionals to work effectively in cross-cultural situations." (HRSA/DHHS,2002). See the National Center for Cultural Competence at: <http://www.ncccurricula.info/>.

2.6 SUSTAINABILITY

All SPF SIG communities are required to develop sustainability as they work through the elements of the SPF. In the context of running a specific initiative or executing a comprehensive strategy, we define sustainability as the likelihood of that approach continuing—especially after initial funding ends. Sustainability in the context of coalition work is even more complex. Broadly stated, it is the ability of a coalition to maintain the human, social and material resources needed to achieve their long-term goals for community change.

2.7 EVALUATION

The University of Wisconsin Population Health Institute will design and perform Wisconsin's state and community SPF SIG evaluations. They will provide guidance and tools to be used in the evaluation step of the SPF. The primary evaluation activities include:

1. Participation in required reporting and evaluation activities as outlined by SAMHSA/CSAP/s national cross-site evaluation;
2. Working with middle and high schools that are within the geographic areas served by the applicant to participate in the Youth Risk Behavior Survey when appropriate to the target population;
3. Collection of data on level and quality of implementation of the five SPF steps, including implementation of specific prevention strategies supported by the SPF SIG; and
4. Assist in identifying and obtaining local sources of outcome measures that are not available through statewide data collection systems.

2.8 BUDGET

All community grantees will be expected to allocate \$25,000 of their planning and implementation awards to support training, evaluation and communication services to implement the SPF SIG. While grantees will be responsible for the terms and conditions of these contracts for these funds, grantees will be required to sub-grant to organizations selected by the DMHSAS in order to assure consistency of services around the state. Allocation amounts will be determined by the DMHSAS and may vary from year to year.

2.9 COMMUNICATIONS

All grantees will be expected to promote the goals of the Strategic Prevention Framework Grant in their local community, including educating local media outlets and community members.

2.10 STATEWIDE INITIATIVES

Community grantees may be required to participate in state-wide environmental strategies, such as "Parents Who Host – Lose the Most." Additional resources will be provided for the implementation of such programs, but grantees are expected to develop and conduct local activities as appropriate.

2.11 TRAINING/TECHNICAL ASSISTANCE

Technical assistance and training/learning experiences will be provided throughout the term of this project beginning with an informational meeting being held on February 26, 2009 at the Pyle Center and will be available through remote access. (Registration information for this event can be found at <http://dhs.wisconsin.gov/substabuse/spfSig/index.htm>)

Additional types of technical assistance and training focusing on the SPF process and environmental strategies will be offered once the RFP review and selection process have been completed and subrecipients have been selected. Coalitions receiving SPF SIG community grants will be required to participate in all training events.

2.12 LOCAL SUBGRANTEES AND CONTRACTORS

Where state subrecipients intend to subcontract with local subrecipients for the delivery of substance abuse prevention services under this grant, local subrecipients are required to meet all terms and conditions and contract clauses necessary to ensure that all requirements under this grant are satisfied.

2.13 EVALUATION CONTRACT ADMINISTRATION

The state is interested in contracting with one of the community grantees to serve as the fiscal agent and administer the fiscal portion of the contract for community level evaluations for all local grantees and statewide capacity building. Capacity building activities will be coordinated through the Alliance for Wisconsin Youth Regional Prevention Centers. A total of \$500,000 will be allocated for grantee evaluation and statewide capacity building. The state will negotiate a reasonable administration fee of up to \$25,000, in addition to the grant award, for this activity. Interested applicants should indicate their willingness to be considered as the evaluation fiscal administrative agent in their initial grant application by completing the Evaluation Contract Administration form and narrative found on pages 39 and 40.

III. GENERAL PROGRAM REQUIREMENTS

The following items are required to assure the continuation of funds. These requirements will form part of the contract awarding these funds. Failure to comply with these requirements can result in disallowances and/or termination of the agreement for funds.

3.0 ACCEPTANCE OF PROPOSAL CONTENT

Grant recipients receiving awards will be mandated to meet all requirements of this RFP.

3.1 ALLOWABLE COSTS

A grant recipient will be required to comply with the Department of Health Services Allowable Cost Policy Manual, <http://dhs.wisconsin.gov/Grants/Administration/ACPM.HTM>

3.2 CAPITAL EQUIPMENT

The purchase of capital equipment is not an allowable expense under this project.

3.3 SALARIES

Funds cannot be used to supplant current salaries for duties unrelated to this grant.

3.4 REPORTS

Reports of both programmatic, evaluation and fiscal activity will be required for the purpose of documenting the satisfactory meeting of project objectives, in accordance with the application. Reporting requirements will be specified in the agreement between the successful proposer and the Division. Failure of the successful proposer to accept these obligations may result in cancellation of the award.

The grantee shall, at the option of the Division, appear before DHS administrators to clarify findings and to answer any questions at any time during the grant agreement or after the grant agreement is completed.

3.5 NEWS RELEASES

News releases pertaining to this award or any part of the proposal shall not be made without the prior written approval of the Division.

Copies of any news releases regarding this grant during the contract year(s) shall be submitted to the Division.

3.6 LEGAL SERVICES

Grant funds can be used to provide legal advice to the recipients but the funds cannot be used to support any legal actions taken against the federal or state government.

3.7 EMPLOYMENT

The proposer will not engage the services of any person or persons now employed by the state, including any department, commission or board thereof, to provide services relating to this agreement without the written consent of the employer of such person or persons and of the Division.

3.8 DUAL EMPLOYMENT

Section 16.417, Wis.Stats. prohibits an individual who is a state employee or who is retained as a consultant full-time by a state agency from being retained as a consultant by the same or another agency where the individual receives more than \$12,000 as compensation. This prohibition applies only to individuals and does not include corporations or partnerships.

3.9 SUBCONTRACTING

If the applicant plans to use subcontractors, this should be clearly explained and costed out separately in the application. However, the primary contractor will be responsible for contract performance whether or not subcontractors are used.

3.10 TERMINATION OF AGREEMENT

The Division may terminate this agreement at any time at its sole discretion by delivering thirty (30) days written notice to the grant recipient. Upon termination, the Division's liability will be limited to the pro rata cost of the services performed as of the date of termination plus expenses incurred within the prior written approval of the Division. In the event that the grant recipient terminates this agreement, for any reason whatsoever, it will refund to the Division within fourteen (14) days of said termination, all payment made hereunder by the Division to the grant recipient for activities not completed. Such termination will require written notice to that effect to be delivered by the grant recipient to the Division not less than thirty (30) days prior to said termination.

3.11 INCURRING COSTS

The State of Wisconsin is not liable for any cost incurred by proposers in replying to this RFP.

3.12 WAIVER OF TECHNICALITIES

The RFP Evaluation Committee reserves the right to accept or reject any or all responses to the RFP and waive minor technicalities. The determination of whether an RFP condition is substantive or a mere technicality shall reside solely with the RFP Evaluation Committee.

3.13 PROPRIETARY INFORMATION

Any restrictions on the use of data contained within a proposal must be clearly stated in the proposal itself. Proprietary information submitted in response to this RFP will be handled in accordance with applicable State of Wisconsin procurement regulations. Data contained in the proposal, all documentation provided therein, and materials and innovations developed as a result of this grant award can not be copyrighted or patented without written authorization from the Department of Health Services.

All data, documentation and innovation become the property of the State of Wisconsin, Department of Health Services. The grant recipient agrees that the Division shall have royalty free, non-exclusive and irrevocable rights to reproduce, publish, or otherwise use and authorize others to use any materials and innovations developed as a result of this grant award. Any copyright material authorized by the Department or distribution of materials developed through this agreement will acknowledge use of DHS funds.

3.14 AFFIRMATIVE ACTION

Successful proposers who are awarded contracts of twenty five thousand dollars (\$25,000) or more shall have included in their contracts the following clause:

"A written affirmative action plan is required as a condition for the successful performance of the contract. Excluded from this requirement are grant recipients whose annual work force amount to less than twenty five employees. The affirmative action plan shall be submitted to the state agency within fifteen (15) working days after the award of the contract."

3.15 NON-DISCRIMINATION AGAINST EMPLOYEES OR APPLICANTS FOR EMPLOYMENT.

In connection with the performance of work under this contract, the grant recipient agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, marital status, physical condition, arrest or conviction record, developmental disability, as defined in s. 51.01 (5), sexual orientation or national origin.

This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the grant recipient further agrees to take affirmative action to ensure equal employment opportunities.

The grant recipient agrees to post in conspicuous places, available for employees and applicants for employment, notice to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.

IV. CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS NOTICE OF INTENT TO APPLY

4.0 NOTICE OF INTENT

Prospective proposers are requested, but not required, to submit a Notice of Intent to apply to Division of Mental Health and Substance Abuse Services. The Notice of Intent form should be returned to the Division by 4 p.m. C.T. on March 2, 2009. Submittal of the Notice of Intent does not commit an agency to submitting an application. If you intend to submit local data for recalculation of your "Priority Need Score" (see Information found on pages 24 – 31, in the Technical Specifications Section, 3.2 "Needs and Resource Assessment/Priority Selection"), please state that in your notice of intent.

Any supplemental written information related to this RFP developed by the Division will be provided only to those agencies who have filed a Notice of Intent, or to agencies who request such information. Notices should be mailed, e-mailed, faxed, or hand delivered to:

Kathy Thomas, RFP Manager
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 West Wilson Street, Room 434
MADISON WI 53703
Fax: (608) 267-7793
E-mail: Kathryn.Thomas@wisconsin.gov

4.1 CLARIFICATION AND/OR REVISIONS TO SPECIFICATIONS AND REQUIREMENTS

Any questions concerning this RFP should be addressed in writing and sent by mail, email or fax to:

Kathy Thomas, RFP Manager
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 West Wilson Street, Room 434
MADISON WI 53703
Fax: (608) 267-7793
E-mail: Kathryn.Thomas@wisconsin.gov

or

Louis Oppor, Prevention Coordinator
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 W. Wilson Street, Room 434
MADISON WI 53703
Fax: (608) 266-1533
E-Mail: Louis.Oppor@wisconsin.gov

COLLECT CALLS WILL NOT BE ACCEPTED

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP DOCUMENT at this point in the RFP process. If a proposer discovers any significant ambiguity,

error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should notify, immediately, the above named individual of such error and request modification or clarification.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be posted on the Department's website www.dhs.wisconsin.gov to all recipients of this initial RFP.

Each proposal shall stipulate that it is predicated upon the requirements, terms, and conditions of this RFP and any supplements or revisions thereof.

Any contact with State employees concerning this RFP is prohibited, except as authorized by the RFP manager during the period from date of release of the RFP until the notice of intent to contract is released.

V. SUBMITTAL OF APPLICATION

5.0 APPLICATION FORMAT

All applications must be typed. All narrative sections are to be completed using an 11-point or larger font, with 1" or greater margins. Applications are not to exceed 20 pages, not including appendices or letters of commitment.

5.1 NUMBER OF APPLICATIONS PER APPLICANT

Applicants may only submit one application.

5.2 NUMBER OF COPIES

The proposer must submit 1 (one) signed original and 7 (seven) copies of the application to the Division.

5.3 CLOSING DATE.

The closing date for the receipt of all applications under this solicitation will be March 26, 2009. Applications may be mailed or hand delivered. An application will be accepted and considered received on time if:

- a. The application is received by the DHS mail room by 4:00 p.m. CST on March 26, 2009, addressed to:

Kathy Thomas, RFP Manager
Division of Mental Health and Substance Abuse Services
Bureau of Prevention Treatment and Recovery
1 West Wilson Street, Room 434
Madison, WI 53703

- b. The application is hand delivered to the Division of Mental Health and Substance Abuse Services by 4:00 p.m. C.T. on March 26, 2009 to:

Kathy Thomas, RFP Manager
SPF SIG Cooperative Agreement Grant Program
Division of Mental Health and Substance Abuse Services
1 W. Wilson Street, Room 434
Madison, WI 53703

NO FAXES OR EMAIL PROPOSALS WILL BE ACCEPTED.

Proposers are cautioned to allow sufficient time for delivery by the U.S. Post Office, because it can sometimes take several days to receive mail from outlying areas. Respondents/Applicants are cautioned that receipt of the RFP by the United State's Postal Service, the State of

Wisconsin mail system or a commercial courier does not constitute receipt of a RFP by the Division of Mental Health and Substance Abuse Services for the purposes of this RFP. All responses to this solicitation which are received after the closing date and/or time will not be reviewed and will be returned to the respondent/applicant. **No exceptions will be allowed.**

- c. Supplemental and clarifying information. Unless requested by the Division, no additional information will be accepted from a proposer after the deadline for submittal of applications.

VI. AWARDING FUNDS INFORMATION

6.0 EVALUATION CRITERIA, POTENTIAL POINTS TO BE AWARDED AND PROCEDURES

All applications received will be reviewed by an evaluation committee and ranked accordingly. The evaluation committee will evaluate all proposals against stated criteria. Proposals from eligible applicants will be scored according to the following competitive criterion that is described under Part Two, Section III. Narrative, Subsections 3.1 – 3.5

- 3.1 Community Description/Geographic Area Served (10 points)
- 3.2 Need and Resource Assessment (65 points)
- 3.3 Organizational Capacity of Subrecipients (20 points)
- 3.4 Management/Staffing Plan (5 points)
- 3.5 Bonus Points for Current Drug Free Community Grantees (5 points)

6.1 PROPOSER RESPONSES

Proposals submitted in reply to this RFP shall respond to the specifications stated herein. Failure to respond to the specifications may be a basis for an application being eliminated from consideration during the selection process.

In the event of an award, the contents of this RFP (including all attachments), RFP addenda and revision and the proposal from the successful proposer(s) will become contractual obligations. The Division reserves the right to negotiate the award amount, the programmatic goals, and the budget items with the selected proposer(s) prior to entering into an agreement.

Justifiable modification may be made in the course of the agreement only through prior consultation with and written approval of the Division. Failure of the successful proposer to accept these obligations may result in cancellation of the award.

6.2 WITHDRAWAL OF APPLICATIONS

Proposals may be withdrawn by written notice. Proposals may be withdrawn in person by the proposer or his/her authorized representative, providing his/her identity is made known and he/she signs a receipt for the proposal.

6.3 AWARD PROCEDURES

The Evaluation Committee's scoring will be tabulated and proposers will be ranked according to the numerical score received. The Evaluation Committee has the option to conduct interviews and/or on-site inspections of the top ranked proposers to include those results in the consideration of the evaluation points. Proposers may be requested to submit best and final offer. The Division Administrator will make a final decision if a contract will be awarded. The Division reserves the right to reject any or all proposals and to negotiate the award amount, authorized budget items, and specific programmatic goals with the selected proposer(s) prior to entering into an agreement. No more than one proposal per geographic area will be funded.

6.4 NOTICE OF INTENT TO AWARD A CONTRACT

Each proposer whose proposal is reviewed by the Evaluation Committee shall receive written notice of the determination of approval or non-funding of the proposed project.

Each proposer whose project has not been approved shall be given an opportunity to discuss with the Division representative the reasons for non-funding or may write the Division representative requesting the reason for the decision.

Upon request, the Division representative will clarify non-funding reasons verbally or will respond in writing explaining the reasons for the project not being funded.

6.5 PUBLIC INFORMATION

It is the intention of the state to maintain an open and public process in the submission, review, and approval of awards. All material submitted by proposers will be made available for public inspection after notice of intent to award or not to award a contract based on the evaluation(s) of the application, which were submitted. No entire proposal submitted to the state may be marked as confidential, and any materials so marked, by being included in the application, will be considered public information.

6.6 PROTEST/APPEAL PROCESS

Proposers can only protest or appeal violation of procedures outlined in this RFP. Ranking and scoring by the Evaluation Committee are not subject to protest or appeal. Notice of intent to protest and protests must be made in writing. Protestors should make their protests as specific as possible and should fully identify the procedural issue being contested.

The written notice of intent to protest must be filed with:

John Easterday, Administrator
Division of Mental Health and Substance Abuse Services
Department of Health Services
1 W. Wilson Street, Room 850
Madison, WI 53703

and received in that office no later than the close of business on April 20, 2009, or within five (5) working days after the notice of intent to award is postmarked, whichever is later. The written protest, fully identifying the procedural issue being contested, must be received in the Administrator's Office no later than ten (10) working days after the notice of intent to award is issued.

The decision of Division of Mental Health and Substance Abuse Services may be appealed to:

Karen E. Timberlake, Secretary
Department of Health Services
1 West Wilson Street
Room 650, PO Box 7850,
Madison, Wisconsin 53707

within five (5) working days of issuance, with a copy of the protest filed with the Administrator of DMHSAS.

6.7 ASSURANCES

An authorized official must sign the Assurances of Compliance with the Department of Health Services regulations form, and comply with all the requirements contained therein. This signed form is to be included in this section of the applicant's proposal.

PART II

TECHNICAL SPECIFICATIONS (APPLICATION INSTRUCTIONS)

Please review the application materials and instructions closely to ensure compliance with all requirements of this RFP, or DMHSAS may reject proposals as unresponsive.

Applicants are cautioned that in completing the following technical specifications they are to provide as complete information as possible. The only information evaluators will be given about a project is that which is contained within the proposal. For that reason, each copy must be a duplicate of the entire original, including any attachments.

Applicants are required to number all pages and to organize their application according to the following format found in the forms section of the table of contents. This table of contents also serves as a checklist of application contents and facilitates application evaluation. This form must be completed and attached to the front of the finished application.

All narrative sections are to be completed using an 11-point or larger font, with 1" or greater margins.

Please note: If you plan to enlist the aid of a partner organization to fulfill any fiscal agency responsibility, please name and describe that partner's experience in your response to the appropriate section, list the budgetary implications, and provide a letter of cooperation or an inter-agency agreement from the agency as an appendix.

Proposals must include items 1-7 submitted in the order listed. If you choose to submit an application to serve as Evaluation Contract Administrator and provide contract administration for the community evaluations and statewide capacity building (see page 16, Section 2.13, Evaluation Contract Administration), you must submit item 8, Narrative for Evaluation Contract Administration.

1. Table of Contents
2. Application Summary
3. Narrative
4. Budget Request
5. Assurance of Compliance
6. Appendices, including letters of commitment
7. Evaluation Contract Administration – Expression of Interest Form
8. Narrative for Evaluation Contract Administration

1.0 TABLE OF CONTENTS

Enter the lead agency name and proposal project title in the lines provided. Also, provide the ending page number after attaching all "Statements of Commitment".

2.0 APPLICATION SUMMARY FORM

Complete the Application Summary following the instructions immediately preceding the form near the end of this section. The Application Summary should be the second page in your proposal.

3.0 NARRATIVE

3.1 COMMUNITY DESCRIPTION (10 Points)

The community description should include the following:

- A description of the geographic area to be served and engaged in the Strategic Prevention Framework process, including names of school districts and communities that lie within your geographic boundaries. Include a very specific description of the boundaries of the geographic area you plan to serve. Please include the name of the county in which your target area is located. Also, please identify any tribal reservation (of part thereof) that is within the geographic area you plan to serve.
- Relevant demographic information, to include, but not limited to total population, the number of people in the age group of your chosen priority, gender, cultural, ethnic, and racial composition. Please identify any socioeconomic factors that play a significant role in your community.

- A description of community resources, strengths and challenges for substance abuse prevention activities specific to the state priority you selected to address.
- Description of both gaps and resources in community's capacity and prevention infrastructure.
- Description of any other events or factors at play in your community that have had an impact (positive or negative) on alcohol abuse.

3.2 NEEDS AND RESOURCE ASSESSMENT/PRIORITY SELECTION (65 Points)

There are two ways to score points in this section.

A. PRIORITY NEED SCORE (60 Points)

One of the requirements of the SPF SIG is that the funding is to be used to serve areas of high need. There are two components to determining need. The first element is for the state to select area/s of highest need for prevention services (priorities) to be addressed with the SPF SIG grant.

Based on recommendations of the SEOW and SPF SIG Advisory Committee, Wisconsin established the following three priorities:

1. Underage drinking among 12-20 year olds
2. Young adult binge drinking among 18-25 year olds
3. Alcohol-related motor vehicle fatalities and injuries for individuals between the ages of 16-34.

The second element is to give preference to communities of high need when awarding grants to subrecipients. To determine community need, a "needs matrix" based on indicators relating to Wisconsin's priorities was developed. Every county is given a score in each of the three priority areas. In order for an applicant to determine how many points they will receive, they must first choose the priority they plan to address in their community. For example, if a coalition in Florence County is considering applying for funding under this grant and they chose to focus on Motor Vehicle Injuries and Fatalities, they would receive 60 points out of a possible 60 points for this section, which indicates that they have the highest rate of motor vehicle injuries and fatalities of any county in the state. If, however, they chose to apply for a grant to address underage drinking they would receive 17 points out of a possible 60 points because of their rate of underage drinking, in comparison to other counties.

Due to a lack of county specific data on underage drinking and binge drinking among young adults, in some instances the statewide average had to be applied to all counties. It is possible that applicant coalitions may have specific county or community data that would indicate that underage or binge drinking is higher in their particular county than the statewide average, which would result in their receiving more points. If applicants have data to indicate that the rate of underage drinking or binge drinking is higher in the geographic area they will be serving, they are encouraged to submit their own data as evidence of need. If the data substantiates this, their points for this section will be recalculated. Instructions for submitting local data can be found immediately following the four priority needs charts below.

Note: Applicants interested in submitting local data for recalculation of their need score must contact Amanda Jovaag as soon as it is feasible at amriemer@wisc.edu. To ensure consideration, local data should be submitted by March 6th. Applicants will be notified of their data's acceptance or rejection by March 20th. Local data submitted after March 6th will be considered if time permits.

Chart A: Composite Index Scores for Need:

County	Underage Drinking	Binge Drinking	Motor Vehicle Injuries and Fatalities
Adams	37	31	26
Ashland	42	54	15
Barron	24	17	10
Bayfield	42	45	12

County	Underage Drinking	Binge Drinking	Motor Vehicle Injuries and Fatalities
Brown	26	33	12
Buffalo	18	30	14
Burnett	21	12	40
Calumet	3	16	0
Chippewa	19	21	18
Clark	11	17	6
Columbia	22	23	16
Crawford	17	20	23
Dane	35	54	22
Dodge	14	20	8
Door	24	15	9
Douglas	39	26	6
Dunn	25	60	1
Eau Claire	21	38	2
Florence	17	28	60
Fond du Lac	33	31	5
Forest	60	39	12
Grant	15	5	8
Green	18	21	11
Green Lake	14	23	13
Iowa	1	27	12
Iron	17	38	39
Jackson	30	40	11
Jefferson	22	22	10
Juneau	21	32	26
Kenosha	41	23	19
Kewaunee	0	29	14
LaCrosse	19	52	2
Lafayette	4	25	22
Langlade	18	28	13
Lincoln	10	18	8
Manitowoc	34	29	8
Marathon	14	28	7
Marinette	20	15	33
Marquette	15	22	50
Milwaukee	57	54	23
Monroe	28	32	13
Oconto	13	16	20
Oneida	31	36	14
Outagamie	16	31	7
Ozaukee	2	7	0
Pepin	1	22	5
Pierce	5	0	2
Polk	10	13	14
Portage	10	35	3
Price	11	8	4
Racine	37	25	11
Richland	33	33	8
Rock	47	40	16
Rusk	35	20	14
St. Croix	13	15	1
Sauk	16	31	16
Sawyer	31	37	47
Shawano	12	22	13
Sheboygan	17	38	4

County	Underage Drinking	Binge Drinking	Motor Vehicle Injuries and Fatalities
Taylor	13	28	11
Trempealeau	7	29	29
Vernon	3	15	25
Vilas	25	45	41
Walworth	26	21	14
Washburn	27	13	43
Washington	11	18	7
Waukesha	16	22	10
Waupaca	16	18	20
Waushara	21	26	22
Winnebago	22	30	6
Wood	21	29	2

Note: All elements for the underage drinking need score are open to local data submissions. Please see instructions on submitting local data.

Chart B: Underage Drinking

County	Rate of Suspensions and Expulsions per 100 Students	Rate of Juvenile OWI Arrests, 2005-2006 per 100,000	Prevalence of Current Drinking Among High School Students	Prevalence of Binge Drinking Among High School Students	Total Score – Underage Drinking
Adams	10	92	49%	31%	37
Ashland	5	238	49%	31%	42
Barron	4	167	49%	31%	24
Bayfield	9	147	49%	31%	42
Brown	5	55	49%	31%	26
Buffalo	3	245	49%	31%	18
Burnett	7	52	49%	31%	21
Calumet	3	96	49%	31%	3
Chippewa	4	126	49%	31%	19
Clark	3	83	49%	31%	11
Columbia	4	157	49%	31%	22
Crawford	6	83	49%	31%	17
Dane	6	107	49%	31%	35
Dodge	5	64	49%	31%	14
Door	4	236	49%	31%	24
Douglas	8	71	49%	31%	39
Dunn	3	117	49%	31%	25
Eau Claire	4	51	49%	31%	21
Florence	4	78	49%	31%	17
Fond du Lac	4	252	49%	31%	33
Forest	9	634	49%	31%	60
Grant	3	101	49%	31%	15
Green	3	214	49%	31%	18
Green Lake	4	83	49%	31%	14
Iowa	2	0	49%	31%	1
Iron	6	0	49%	31%	17
Jackson	3	211	49%	31%	30
Jefferson	5	107	49%	31%	22
Juneau	5	55	49%	31%	21
Kenosha	10	78	49%	31%	41
Kewaunee	2	102	49%	31%	0

County	Rate of Suspensions and Expulsions per 100 Students	Rate of Juvenile OWI Arrests, 2005-2006 per 100,000	Prevalence of Current Drinking Among High School Students	Prevalence of Binge Drinking Among High School Students	Total Score – Underage Drinking
LaCrosse	3	109	49%	31%	19
Lafayette	1	43	49%	31%	4
Langlade	4	36	49%	31%	18
Lincoln	3	109	49%	31%	10
Manitowoc	3	304	49%	31%	34
Marathon	3	70	49%	31%	14
Marinette	5	133	49%	31%	20
Marquette	7	0	49%	31%	15
Milwaukee	19	38	49%	31%	57
Monroe	6	78	49%	31%	28
Oconto	7	37	49%	31%	13
Oneida	7	141	49%	31%	31
Outagamie	3	108	49%	31%	16
Ozaukee	3	116	49%	31%	2
Pepin	1	47	49%	31%	1
Pierce	2	30	49%	31%	5
Polk	4	64	49%	31%	10
Portage	3	66	49%	31%	10
Price	3	97	49%	31%	11
Racine	11	51	49%	31%	37
Richland	5	137	49%	31%	33
Rock	10	89	49%	31%	47
Rusk	6	193	49%	31%	35
St. Croix	3	155	49%	31%	13
Sauk	4	56	49%	31%	16
Sawyer	9	0	49%	31%	31
Shawano	5	79	49%	31%	12
Sheboygan	3	130	49%	31%	17
Taylor	2	88	49%	31%	13
Trempealeau	2	65	49%	31%	7
Vernon	2	58	49%	31%	3
Vilas		81	49%	31%	25
Walworth	5	107	49%	31%	26
Washburn	8	23	49%	31%	27
Washington	3	124	49%	31%	11
Waukesha	3	78	49%	31%	16
Waupaca	4	102	49%	31%	16
Waushara	5	94	49%	31%	21
Winnebago	4	91	49%	31%	22
Wood	3	162	49%	31%	21

Note: Elements eligible for local data substitution: Prevalence of binge drinking among college students. Please see instructions on submitting local data

Chart C: Binge Drinking Among 18-25 Year Olds

County	Rate of Hospitalizations for Alcohol Related Illnesses Ages 16-25 per 100,000	Rate of Alcohol Related Treatment Admissions Ages 16-25 per 100,000	Prevalence of Adult Binge Drinking	Prevalence of Binge Drinking Among College Students	Total Score – Risky Drinking
Adams	867	58	35%	54%	31
Ashland	3024	224	28%	54%	54
Barron	1250	28	16%	54%	17
Bayfield	1675	224	29%	54%	45
Brown	968	45	26%	54%	33
Buffalo	981	144	34%	54%	30
Burnett	708	73	14%	54%	12
Calumet	478	29	32%	54%	16
Chippewa	1350	65	18%	54%	21
Clark	879	59	20%	54%	17
Columbia	1139	60	24%	54%	23
Crawford	1138	82	22%	54%	20
Dane	634	143	21%	61%	54
Dodge	659	82	25%	54%	20
Door	699	89	20%	54%	15
Douglas	193	79	28%	54%	26
Dunn	533	93	38%	67%	60
Eau Claire	1084	87	34%	53%	38
Florence	663	81	33%	54%	28
Fond du Lac	1250	122	24%	54%	31
Forest	1582	262	20%	54%	39
Grant	677	141	19%	45%	5
Green	671	207	19%	54%	21
Green Lake	498	141	26%	54%	23
Iowa	1161	141	23%	54%	27
Iron	1584	138	30%	54%	38
Jackson	1652	156	28%	54%	40
Jefferson	810	87	22%	54%	22
Juneau	1110	223	19%	54%	32
Kenosha	1038	20	18%	54%	23
Kewaunee	923	115	39%	54%	29
LaCrosse	1078	234	19%	63%	52
Lafayette	1233	135	21%	54%	25
Langlade	1119	61	27%	54%	28
Lincoln	1166	61	20%	54%	18
Manitowoc	1486	23	28%	54%	29
Marathon	1338	61	23%	54%	28
Marinette	708	76	19%	54%	15
Marquette	735	66	29%	54%	22
Milwaukee	1122	35	22%	54%	54
Monroe	1270	77	26%	54%	32
Oconto	786	16	26%	54%	16
Oneida	1214	262	22%	54%	36
Outagamie	1096	56	30%	54%	31
Ozaukee	691	31	18%	54%	7
Pepin	1497	27	24%	54%	22
Pierce	471	20	21%	47%	0
Polk	985	67	16%	54%	13

Portage	765	280	24%	54%	35
Price	934	20	13%	54%	8
Racine	1145	9	23%	54%	25
Richland	1105	180	21%	54%	33
Rock	910	154	26%	54%	40
Rusk	1305	33	17%	54%	20
St. Croix	620	40	25%	54%	15
Sauk	1344	67	29%	54%	31
Sawyer	2518	82	17%	54%	37
Shawano	766	126	26%	54%	22
Sheboygan	1609	151	28%	54%	38
Taylor	541	153	30%	54%	28
Trempealeau	1759	71	25%	54%	29
Vernon	614	45	23%	54%	15
Vilas	2241	262	19%	54%	45
Walworth	708	42	22%	54%	21
Washburn	868	48	11%	54%	13
Washington	1078	49	21%	54%	18
Waukesha	978	36	16%	54%	22
Waupaca	1125	15	22%	54%	18
Waushara	548	265	17%	54%	26
Winnebago	988	97	22%	54%	30
Wood	2237	62	17%	54%	29

Chart D: Alcohol-related Motor Vehicle Injuries and Fatalities

No data elements are eligible for local data substitution

County	Rate of alcohol-related motor vehicle fatalities 2005-2006 per 100,000	Rate of alcohol-related motor vehicle injuries 2005-2006 per 100,000	Total Score - MV Injuries and Fatalities
Adams	45	832	26
Ashland	54	456	15
Barron	44	375	10
Bayfield	32	549	12
Brown	16	381	12
Buffalo	0	854	14
Burnett	47	1228	40
Calumet	18	281	0
Chippewa	45	565	18
Clark	34	323	6
Columbia	30	638	16
Crawford	71	547	23
Dane	13	305	22
Dodge	23	396	8
Door	34	430	9
Douglas	21	427	6
Dunn	13	318	1
Eau Claire	19	239	2
Florence	153	1221	60
Fond du Lac	13	404	5
Forest	43	476	12
Grant	30	388	8
Green	41	427	11
Green Lake	35	532	13
Iowa	35	499	12
Iron	76	988	39
Jackson	28	554	11

County	Rate of alcohol-related motor vehicle fatalities 2005-2006 per 100,000	Rate of alcohol-related motor vehicle injuries 2005-2006 per 100,000	Total Score - MV Injuries and Fatalities
Jefferson	32	406	10
Juneau	56	739	26
Kenosha	29	572	19
Kewaunee	57	382	14
LaCrosse	14	251	2
Lafayette	50	693	22
Langlade	42	499	13
Lincoln	21	501	8
Manitowoc	20	467	8
Marathon	23	336	7
Marinette	74	785	33
Marquette	137	808	50
Milwaukee	10	252	23
Monroe	32	553	13
Oconto	57	562	20
Oneida	6	803	14
Outagamie	16	325	7
Ozaukee	18	249	0
Pepin	27	404	5
Pierce	12	388	2
Polk	28	612	14
Portage	18	322	3
Price	15	440	4
Racine	19	407	11
Richland	33	424	8
Rock	34	474	16
Rusk	14	745	14
St. Croix	7	361	1
Sauk	30	638	16
Sawyer	98	1026	47
Shawano	30	572	13
Sheboygan	15	328	4
Taylor	20	591	11
Trempealeau	68	737	29
Vernon	67	624	25
Vilas	61	1144	41
Walworth	37	452	14
Washburn	113	804	43
Washington	15	416	7
Waukesha	10	271	10
Waupaca	48	619	20
Waushara	53	652	22
Winnebago	11	336	6
Wood	11	352	2

Submitting local data

Due to a lack of data on underage drinking and binge drinking among young adults at the county level, applicants are encouraged to submit their own local data as evidence of need.

Specifically, applicants hoping to work on the priority of Underage Drinking are encouraged to submit their own measurements of current and binge drinking among high school students or high school aged individuals (ages 14-18) in their communities. Applicants hoping to work on the priority of Young Adult Binge Drinking are encouraged to submit their own measurements of binge drinking among college students or college-age individuals (ages 18 to 22) in their communities.

Please answer the following questions for each of the indicators for which you would like to submit data.

- What is your rate of :
 - current drinking among high school students or
 - binge drinking among high school students or
 - binge drinking among college students in your community?
- When was this data collected?
- What survey was used to collect this data? If possible, please include the survey with your application.
- Please provide the specific question used to determine this estimate.
- Who was the target group of this survey?
- Was the entire target surveyed or was there a sample of the target surveyed?
- If the target was sampled, how was that sampling done?
- What was your response rate?

Local data will be accepted for submission provided it meets the following criteria:

- Questions used in measurement correspond to the questions used to compile the indices.
- Samples are drawn randomly or are a census. Non random samples will be considered, but they will be accepted based on the judgment of an advisory panel.
- Target populations are similar to the communities chosen by the applicant.
- Response rates are above 40%. Response rates below 40% will be considered, but they will be accepted based on the judgment of an advisory panel.

In addition, communities whose boundaries are not county boundaries may be able to change which school districts are included in calculations for suspensions and expulsions. Those communities may be able to specify the law enforcement agencies serving their communities. Applicants interested in making these corrections must contact Amanda Jovaag at amriemer@wisc.edu for approval to submit local data prior to submittal of their proposal.

B. LOCAL NEEDS/RESOURCE ASSESSMENT (5 points).

Please discuss the Alcohol and Other Drug Abuse prevention needs of 12 to 17 year old youths in your consortium's service area with any data that you have available. These may include recent needs assessments and program audits of relevant agencies and organizations. The stronger applications will include recent data that bear directly on ATOD prevention and the targeted population. Please address:

- Demographic information including number and ages of youth, race/ethnicity, and socioeconomic composition of the targeted community.
- The incidence and prevalence of substance abuse for youth ages 12-17 years in your community.
- The risk and protective factors relative to substance abuse in your community's youth, documenting the incidence and prevalence of these factors.
- Existing community prevention efforts and resources related to the stated problems.
- How the consortium's proposed prevention activities would address identified gaps between needs and resources and any duplication in science-based programming.

3.3 ORGANIZATIONAL CAPACITY OF SUBRECIPIENTS (20 Points)

Proposers should submit evidence of being well-established with a recent history of demonstrated accomplishments in similar undertakings. Please include the following in your response to this section:

1. Description of organizational capacity, including but not limited to how long your organization has been in existence, mission, organizational chart and membership of governance body, and level of coordination with other essential partners;
2. Listing of stakeholders or sectors that are members of the applying coalition. Please attach a list of partners/collaborating organizations and contact information for each of your members and a letter of commitment to actively support and participate in the SPF SIG grant activities from stakeholders. The letters of commitment are a important component of this section.
3. Description of organization's experience in data-driven planning.
4. Describe how your coalition has involved youth, young adults and cultures represented in the community planning;
5. Description of your organization's experience in implementing evidence-based prevention practices, programs or policies, including environmental strategies e.g., policy, education, enforcement, communication and collaboration;
6. Description of your organization's experience in implementing the SPF process;
7. Description of your organization's experience evaluating prevention efforts, including a description of outcomes achieved in the area of substance abuse prevention and how these findings have been used; and
8. Discussion of current prevention funding sources and what they support (e.g., programs, practices or environmental strategies).

3.4 MANAGEMENT/STAFFING PLAN (5 Points)

An organization must have sufficient and qualified staff to deliver the services as described. Volunteers, if utilized must receive training and supervision in order to function effectively.

Those proposers with significant minority populations within their defined community, must either have or make an effort to recruit, hire and train minority staff/volunteers and provide in-service sensitivity training about cultural diversity for non-minority staff/volunteers.

The narrative at a minimum should include a description of:

1. Your organization's current and proposed organizational structure and staff pattern (include an organizational chart which indicates current and proposed positions that will implement this project);
2. Specific roles and responsibilities of project staff and/or volunteers, identifying both their specific responsibilities during the planning and implementation phases of this grant and their qualifications;
3. Any new staff that will be hired to work on this project, why this position is needed and what their specific responsibilities will be; and
4. If your project will utilize volunteers, be specific about their qualifications, roles and functions, what training will be available to them and the method for providing supervision for volunteers.
5. Identify the amount of staff time to be designated from each coalition stakeholder agency or organization that will be spent on the coordination, planning and evaluation of the coalition's efforts, and describe the capabilities of the staff assigned to these efforts.

3.5 BONUS POINTS – DRUG FREE COMMUNITY GRANTEES

The Federal SPF SIG requires state grantees to give preference to Drug Free Community (DFC) Grantees in awarding community SPF SIG grants to subrecipients. Current DFC grantees are eligible to receive 5 bonus points. To receive these bonus points, grantees should include a brief description of DFC grant and how they will coordinate DFC and SPF SIG.

4.0 BUDGET - GENERAL INFORMATION

This RFP contains a budget request and justification form for a five-month planning budget request that should not exceed \$87,700. Of this amount, \$20,000 must be allocated for evaluation and \$5,000 must be allocated for state provided training and up to \$62,700 is available for local planning efforts. Requests for Phase I funding, through the completion of the Section 4.0 should only support planning services taking place during the planning phase beginning May 1, 2009.

This RFP is intended to select and fund applicants that are approved to participate in the initial five-month planning phase (Phase I) of this grant program. An applicant submitting an approved implementation plan and budget during this Phase I period will receive implementation funds beginning September 30, 2009 for a twelve-month implementation period. (Phase II). Pending Federal approval to carry over unexpended funds from previous years, grantees will receive annual funding ranging from \$87,700 - \$142,000. It is anticipated funding will be available through September 29, 2011. Also pending Federal approval, grantees may receive a 6 month extension of time and funding which would allow implementation to continue through March 29, 2012. Successful proposers will continue to be required to dedicate \$20,000 of their annual award for evaluation and \$5,000 of their annual award for state capacity building.

The availability of second and subsequent years (or partial years) of funding to support ongoing implementation will be contingent upon the applicants satisfactory performance, the availability of funds, federal policies/guidelines, and program authorization.

If selected to receive grant funds under this RFP, the Division intends to enter into a five-month Grant Agreement with the applicant agency identified in the proposal. Final budget requests for the year-one, and future continuation budget years, will be negotiated by the Division prior to entering into a funding Agreement. An applicant's budget request to support the planning phase and an applicant's budget request to support the implementation phase will be negotiated separately.

Implementation funds will only be released if an approved plan is submitted that meets all state and federal project criteria and guidelines. Carry-over of funds from one calendar grant year to the following calendar year may be allowed upon approval of a continuation application by the Division and the Center for Substance Abuse Prevention.

STRATEGIC PREVENTION FRAMEWORK STATE INCENTIVE GRANT

1. CHECKLIST/TABLE OF CONTENTS

This is the first page of the proposal:

Coalition Name: _____

County in which Coalition intends to implement SPF SIG Grant: _____

Proposal Title: _____

Selected Priority: _____

Proposers are required to number all pages including letters of commitment and to organize their application according to the following format. This page serves as a checklist of application contents and facilitates application evaluation. This page must be completed and attached to the front of the completed application as the first page.

1.	Outline and Table of Contents (This page)	Page 1
2.	Application Summary	Page 2
3.	Narrative	
	3.1 Community Description	Page
	3.2 Needs and Resource Assessment Section A	Page
	Needs and Resource Assessment Section B	Page
	Local Data (if submitting)	Page
	3.3 Organizational Capacity	Page
	3.4 Management Plan	Page
	3.5 Drug Free Communities Statement	Page
4.	Budget Request	Page
5.	Assurance of Compliance	Page
6.	Appendices	Page
	List title of all appendices, i.e., letters of commitment, youth surveys, audits, etc. (Insert more lines if needed)	
		Page
		Page
		Page
		Page
		Page
		Page
7.	Statement indicating willingness to be evaluation contractor (This is optional)	Page
8.	Narrative for Community Evaluation Contract (if yes to No. 7)	Page

2. Application Summary Form Instructions

Complete the Application Summary following the instructions below. The Application Summary should be the second page in your proposal.

Section I - Agency Information

- | | |
|---------|---|
| Item 1 | Enter the Project Title |
| Item 2 | The "Applicant Agency" is defined as the legal entity which assumes the liability for the administration of the grant funds and is responsible to DHS for the performance of the project activities. |
| Item 3 | Enter name, address, and telephone number of project director. |
| Item 4 | Enter name, address, and telephone number of project fiscal agent. The fiscal agent is the individual who is responsible for the receipt and administration of the project funds and for the submission of all fiscal reports to DHS. |
| Item 5 | Enter the Internal Revenue Services number assigned to the agency which is responsible for the employees hired under these project funds. |
| Item 6 | Enter the geographic boundaries and indicate the city (ies), tribe(s) county (ies) or region(s) that the coalition serves. |
| Item 7 | Enter the geographic boundaries and indicate the city (ies), tribe(s) county (ies) or region(s) to be served by this project. |
| Item 8 | If all or parts of the project will be subcontracted, fill in the name and address of the subcontractor. |
| Item 9 | Budget Summary

The budget summary contains the total projected costs by cost category. All figures on this form should be rounded to the nearest dollar. |
| Item 10 | Enter the name, title, telephone number and signature of official. |

II. SPF SIG APPLICATION SUMMARY			
Section A - AGENCY INFORMATION			
1. Project Title			
2. Applicant Agency			Telephone
Street Address	City	State	Zip
3. Project Director			Telephone
Street Address	City	State	Zip
4. Fiscal Agent			Telephone
Street Address	City	State	Zip
5. Employer Identification No.			
6. Describe Geographic Area Coalition Serves		7. Describe geographic area applicant plans to serve with this grant. Include names of all counties and also identify any tribal lands located within the area to be served.	
8. Provide names and addresses of all sub-contractors funded through this project			
9. Budget Summary (Phase I Planning, May 2009 through September 2009)			
Budget Item		Amount	
1. Salaries		_____	
2. Fringe		_____	
3. Travel		_____	
4. Supplies and Operating Expenses		_____	
5. Contractual and Consultant Costs		_____	
6. Training and Evaluation		_____	
7. Advertising		_____	
8. Other		_____	
9. TOTAL		_____	
10. NAME, TITLE AND TELEPHONE NUMBER OF OFFICIAL AUTHORIZED TO COMMIT APPLICANT ORGANIZATION TO THIS AGREEMENT			
Typed Name of Official			
Telephone Number		Title	
Signature		Date	

**FIVE-MONTH PLANNING BUDGET REQUEST (PHASE I)
BUDGET DETAIL**

This budget represents a five-month budget for the planning phases (Phase I) of the project

1. Project Personnel

(a) Position Title	(b) % of Time Budgeted	(c) Hr. Rate or Monthly Salary	(d) Hrs. Per Week	(e) No. of Months Budgeted	(f) Annual Cost (Sub-Total)
	%	\$			\$ \$
	%	\$			\$ \$
	%	\$			\$ \$
	%	\$			\$ \$
	%	\$			\$ \$

SUB-TOTALS

TOTALS

(g) Project Personnel Total Salary (Total from Column (f) above)	\$	\$
--	----	----

2. Fringe Benefits (List percentage of total Salary Cost in box)	%	\$	\$
--	---	----	----

3. Travel		\$	\$
(a) In-State Travel		\$	\$
(b) Out-of-State Travel		\$	\$
(c) Other		\$	\$

4. Equipment (Not Applicable)			
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5. Supplies and Operating Expenses		\$	\$
------------------------------------	--	----	----

6. Consultant and Contractual Costs		\$	\$
(a) Evaluation Set-Aside	\$ 20,000\$		
(b) Training – Technical Assistance Set Aside	\$ 5,000\$		
(c) Other	\$	\$	

7. Training & Evaluation		\$	\$
(a) Internal - Staff Development	\$	\$	
(b) Other	\$	\$	

8. Advertising		\$	\$
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9. Other Expenses		\$	\$
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10. Six-Month Total		\$	\$
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NOTE: BUDGET DETAIL IS TO BE PROVIDED IN THE BUDGET JUSTIFICATION FOR (4) TRAVEL, (5) EQUIPMENT, (6) SUPPLIES & OPERATING EXPENSE (7) CONTRACTUAL AND CONSULTANT COSTS, (8) TRAINING, (9) ADVERTISING AND (10) OTHER EXPENSE

FIVE-MONTH PLANNING BUDGET REQUEST (PHASE I)
BUDGET JUSTIFICATION

EVALUATION CONTRACT ADMINISTRATION

We are willing to serve as fiscal agent for the community evaluation contract:

Please check one: yes_____ no_____

If you answered yes, please provide the following contact information and complete the narrative on the following page:

Name of Coalition_____

Name of Contact_____

Telephone Number of Contact_____

E-mail Address of Contact_____

Mailing Address of Contact_____

Narrative for Community Evaluation Contract

The SPF SIG federal grant requires that the state and community grantees have an evaluation. For purposes of consistency, the Population Health Institute at the University of Wisconsin will be providing evaluation services for all grantees. While each grantee will work directly with the evaluator, it is administratively inefficient to have over 20 separate contracts. Therefore, the state wishes to bundle this funding and contract with one of the grantees to serve as the fiscal agent. The state will pay up to \$25,000 in administration costs for this service.

Included as an attachment to this RFP is an outline of the duties of a fiscal agent. Essentially, what is needed for this particular service is for the fiscal agent to receive funding from each of the community grantees to cover the cost of the evaluation and to make payments to the University of Wisconsin in a timely manner. A separate contract for these services will be issued by the state and activities must comply with state requirements. The state will work with the grantee in establishing agreements with both the community grantees and the evaluator.

Applicants interested in providing these services must complete the following narrative. Only applicants receiving a SPF SIG grant are eligible to serve as the evaluation contract administrator. Responses of SPF SIG community grantees will be scored and the state will award the contract to highest score.

1. Interest applicants must respond to the following:

Contract Experience (10 points)

- 1a. Describe your experience in managing contracts over \$100,000 (5 pts). If you have not managed any contracts over \$100,000, tell us about the largest contract you have managed.
- 1b. Discuss your experience managing contracts with the state or federal government. (5 pts).

2. Audits (5 points)

Do you have your financial statements audited each year? If so, please enclose the auditors letter of findings from your most recent audit.

3. Staffing (5 points)

Discuss titles and qualifications of staff who will be managing this contract.

FISCAL AGENT ROLE/RESPONSIBILITY

1. PURPOSE

The purpose of this document is to clarify the responsibilities of the entity that is providing fiscal management, accounting and reporting services on behalf of a grantee receiving funding under this grant. It provides guidance and establishes a minimum level of responsibility for those organizations providing fiscal agent services.

The underlying principles for this document are that the fiscal agent assumes full responsibility for the fiscal management of the grant funds and that the fiscal agent maintains sufficient documentation for the financial and compliance audit of the grant award.

The criteria for appropriate use of a fiscal agent are not part of this document but it is assumed that the decision to use a fiscal agent is based on specific grant requirements or efficiencies to be gained from the use of a fiscal agent.

2. FISCAL AGENT AGREEMENT

The use of a **Fiscal Agent Agreement** is encouraged. This document should clearly identify the responsibilities of both the fiscal agent and the individual grant recipients that are referenced as participating organizations. It should identify conditions where the agreement would be terminated and also the administrative fees for the fiscal agent. The **Fiscal Agent Agreement** may also be used to identify additional responsibilities such as program management or budget control.

3. PROJECT ACCOUNTING

The Fiscal Agent is responsible for recording all grant receipts and disbursements. Where appropriate, the fiscal agent should maintain budgets for total program activity and the individual activity for entities participating in the program. The Fiscal Agent should establish a separate project account for each grant project. All project receipts and disbursements should be recorded in this account.

4. REPORTING

The Fiscal Agent is responsible for submitting all required reports to the funding organization. The) is responsible for providing the required program and other information to the Fiscal Agent in a timely manner to allow preparation of the required reports. Reporting responsibilities should be detailed in the **Fiscal Agent Agreement**.

5. DISBURSING FUNDS

Generally, the Fiscal Agent will make all disbursements for the project. All transactions will be recorded in the project account established by the Fiscal Agent. Sufficient documentation must be maintained by the fiscal agent to allow the fiscal agent's external auditor to perform the fiscal and compliance audit of the grant award.

ASSURANCE OF COMPLIANCE

Assurances of Compliance with Department of Health Services Regulations

(Completion of this form is consistent with the intent of Title VI, Civil Right Act & 45 CFR Part 80)

(Name of Applicant Agency, hereinafter called the "Applicant") **HEREBY AGREES THAT** it will comply with the following assurances:

The undersigned possesses legal authority and capacity to enter into this contract and a motion has been duly passed as an official act of the governing body of the application, authorizing the execution of this agreement, including all understandings and all assurances contained therein, and authorizing the person identified as the official representative for the Applicant to act in connection with the Applicant and to provide such additional information as may be required.

The Applicant agrees that (a) funds granted as a result of this request are to be expended for the purposes set forth in this application and in accordance with all applicable laws, regulations, policies and procedures of the State of Wisconsin or the Federal Funding Agency, as applicable; (b) no expenditures will be eligible for inclusion if occurring prior to the effective date of the grant; funds awarded by the Wisconsin Department of Health Services may be terminated at any time for violation of any terms and requirements of this agreement.

The Applicant ensures compliance with the Title VI of the Civil Rights Act of 1964 (P.L. 88-342), and all requirements imposed by or pursuant to the regulations of the Department of Health and Human Services (45 CFR Part 80) issued pursuant to that title. To that end, and in accordance with Title VI of that act and the regulations, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity in which the designated agency received federal assistance, or financial assistance from the Department; and **HEREBY GIVES ASSURANCE THAT** it will immediately take any measures necessary to effectuate this agreement.

The Applicant ensures compliance with Title IX of the Education Amendment of 1972 which state that no person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefit of, or be otherwise subjected to discrimination under any education program or activity for which the Applicant receives or benefits from Federal financial assistance.

The Applicant shall comply with Section 504, Rehabilitation Act of 1973 which prohibits discrimination on the basis of a physical condition or handicap and the Age Discrimination Act of 1975 which prohibits discrimination because of age.

The Applicant shall ensure the establishment of safeguards to prevent employees, consultants, or members of governing bodies from using their position for purpose that are, or give the appearance of being, motivated by a desire for private gain for themselves or others, such as those with whom they have family, business, or other ties as specified in Wisconsin Statutes 946.10 and 946.13.

(Type Name of) Applicant Organization: _____

(Type Name of) Authorized Representative: _____

(Signature of) Authorized Representative: _____ Date: _____

2007 Wisconsin County Population Estimates, US Census Bureau

County Name	Estimated Population
Adams	20,675
Ashland	16,296
Barron	45,606
Bayfield	15,039
Brown	243,132
Buffalo	13,812
Burnett	16,321
Calumet	44,323
Chippewa	60,402
Clark	33,490
Columbia	55,280
Crawford	16,998
Dane	476,785
Dodge	87,786
Door	27,811
Douglas	43,721
Dunn	42,329
Eau Claire	97,406
Florence	4,768
Fond du Lac	99,124
Forest	9,807
Grant	48,792
Green	35,727
Green Lake	18,735
Iowa	23,561
Iron	6,307
Jackson	19,856
Jefferson	80,213
Juneau	26,548
Kenosha	162,921
Kewaunee	20,533
La Crosse	111,411
Lafayette	15,819
Langlade	20,302
Lincoln	29,659
Manitowoc	80,928
Marathon	129,958

County Name	Estimated Population
Marinette	42,571
Marquette	14,982
Menominee	4,616
Milwaukee	951,252
Monroe	43,112
Oconto	37,466
Oneida	36,243
Outagamie	173,703
Ozaukee	85,602
Pepin	7,383
Pierce	39,577
Polk	44,265
Portage	68,272
Price	14,465
Racine	195,099
Richland	18,142
Rock	159,623
Rusk	14,655
St. Croix	81,131
Sauk	58,477
Sawyer	17,088
Shawano	41,072
Sheboygan	114,504
Taylor	19,312
Trempealeau	27,815
Vernon	29,014
Vilas	22,083
Walworth	100,800
Washburn	16,682
Washington	128,211
Waukesha	379,333
Waupaca	52,045
Waushara	24,766
Winnebago	162,154
Wood	73,944